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Municipal Development & Lending Fund



## Municipal Development and Lending Fund - MDLF

### Area C Development Programme in the West Bank - Package VII

**Grant No: ENI/2024/xxx-xxx**

#### Terms of Reference For Local Technical Consultant – West Bank/Area C

**January 2024**

## Section 7. Terms of Reference

### Introduction

The Municipal Development and Lending Fund “MDLF” has received a grant from DRO through the European Union “EU” towards the cost of implementing an action :Area C Development Programme in the West Bank- Package VII“.

The Municipal Development and Lending Fund (MDLF) as an implementation agency for the project intends to use part of the grant for consulting services to hire a Local Technical Consultancy Firm (LTC) to provide the needed technical assistance for the design and supervision of the infrastructure projects as well as to capacitate the concerned local authorities to operate and sustain these funded infrastructure projects, it will be implemented in two localities:

**Table (1)**

Two localities in Area C - West Bank	
- Al Midya	Ramallah and Al Bireh Governorate
- Arab Al Fureijat	Hebron Governorate

### Objective of the Assignment

The main objective of this assignment is to provide technical assistance to the targeted localities (LGUs), specifically the two localities in Area C in the West Bank for the implementation of infrastructure projects approved as part of improving the basic services for their citizens.

The attention of interested consulting firms is drawn to paragraph 1.9 of the World Bank’s: Selection and Employment of Consultants under IBRD Loans and IDA Credits and Grants by World Bank Borrowers published by the World Bank in January 2011, revised in July 2014 (“Consultant Guidelines”), setting forth the World Bank’s policy on conflict of interest.

- (i) **Projects planning and design:** assisting to the LGUs to ensure the compliance with environmental, social and sustainability safeguards. Preparation of complete technical designs (survey maps, existing plans, design drawings, licenses, bill of quantities, specifications and bidding documents...etc.). In addition to assist in the preparation, review and comment on individual procurement plans, infrastructure and services maintenance, designs, specifications and bidding documents. This task includes getting the required design approval/s/permits from the respective Palestinian competent

- authorities (Engineering Association, Ministry of Education, Ministry of Local Government, etc...).
- (ii) Subject to MDLF prior approval, assist the LGUs in the administrative and technical evaluation of works bids submitted by tenderers/contractors following a procurement/tender procedure. This also includes the preparation of relevant awarding, contracting and commencing of works.
  - (iii) **Projects implementation and supervision:** build the capacity of targeted localities to implement the projects and assist them in the supervision including reporting on progress of implementation, reviewing payments, monitoring of indicators, and compliance with the standards as delineated by the MDLF. The consultancy firm should ensure that the needed technical expertise available on site for quality review, testing and assurance.
  - (iv) **Ensuring compliance with technical and fiduciary aspects:** build the capacity and provide guidance to targeted localities on technical and fiduciary aspects of project preparation and implementation to ensure compliance with MDLF's procurement, financial, social and sustainability safeguards (including provision of mitigation measures) procedures.
  - (v) **Coordination with civic engagement organization and other LTCs working in Area C:** The LTC will in coordination with MDLF and other consultants cooperate during the implementation phase of the action, to build-in the managerial capacity and equip the local authorities/communities with needed know-how, tools and procedures for how to handle the aftercare period through civic/social mobilization activities and establishing connections and linkages with other services utilities, local authorities and/or private sector, where needed.
  - (vi) **institutional development:** to ensure that the targeted LGUs have the sufficient resources (financial and human resources) and the adequate institutional capacity to operate and maintain the constructed projects in particular and other service delivery projects in general".
  - (vii) **Identification and design of needed accompanying measures for the operation, management and sustainability of the funded infrastructure projects:** The LTC to develop new institutional capacity measures to operate and maintain the constructed projects (Water distribution systems, Wastewater Network, and Electricity networks).

## Scope of Work

In each targeted locality in Area C/WB (specified in Table 1, Table 2), the Local Technical Consultant (LTC) will work with the Local Government Units (LGUs) in coordination with and under the supervision of the Municipal Development and Lending Fund (MDLF) in accordance with the technical details presented in the MDLF's Operations Manual (POM) and the signed contract.

The Assignment is composed of three Stages, (i) **Projects planning and design and (ii) Projects implementation and supervision and (iii) Institutional and capacity development.** The LTC team



of specialists is expected to support targeted LGUs throughout the design and supervision and during the implementation of infrastructure projects under the project as well as working on the institutional and capacity dimensions with regards to service delivery

## Tasks and Responsibilities

The below mentioned tasks should be carried out at each LGU.

### ▪ **Projects planning and design:**

- a. **Project Understanding:** The LTC team of experts is required to fully understand the projects' objectives, principals, methodology, implementation procedures, guidelines and acceptable practices, and scope so that they will act as an efficient, cooperative and friendly advisor to the MDLF, and LGUs.
- b. **Site visits:** The LTC should conduct site visits for all sub-projects and collect/obtain the relatively needed data and would represent these data in the format that would assist in preparing **environmental risk assessment, social impact and social risk assessment, project objectives, components, methodology, outputs and outcomes**. Furthermore, the Environmental and Social specialists are requested to prepare **Environmental and Social Screening** based on MDLF E&S risk management instruments which were prepared based on Environmental and Social Framework (ESF) and other international policies and requirements (refer to ESMF, SEP, LMP, and LALF). While collecting projects data, the consultant has to consult the relevant LGUs concerning **legal status and licenses** for each sub-project. In addition, the consultant has to coordinate with the LGUs as well as with the line ministries to verify the required standards and design criteria. (e.g. MOE, WA, PENRA, MoLG, etc....).
- c. **Preliminary/concept Design:** For each sub- project, the LTC shall prepare and verify a preliminary design, jointly with the local authority, for MDLF pre- approval before developing the final design of the project, (survey maps, existing plans, needed soil and structural investigations and tests and revised cost estimation).
- d. **Final design:** The LTC should submit complete design drawings (architectural, structural, electrical, mechanical and any other needed specialty works), licenses, priced bill of quantities, specifications and bidding documents...etc.). However, it is the responsibility of the LTC to get the designs approval and stamps as per the Engineering Association / Jerusalem Center requirements, Water Authority \ Ministry of Education and any required ministry or institution. The final designs should consider the environmental aspects in general any lessons learnt from previous implemented projects. In particular, the school's designs should be consulted with MoE headquarter in Ramallah.
- e. The LTC should ensure that the submitted design fully comply to environmental, social, health and safety considerations illustrated in the MDLF Environmental and social risk management instruments and has obtained all required licensing and also comply with energy Efficiency manual where required.
- f. LTC will be responsible for final design of subprojects despite obtaining no objection from



- MDLF or other line ministries.
- g. The LTC should conduct **price analysis** for construction items (civil works, electrical works, and mechanical works) for all items that will be part of the design and BOQ and make sure the estimated cost is in line with the current local market prices. This analysis and the market prices for each item that will be implemented in all types of projects should be submitted to MDLF in the **stage of design** of the subprojects.
  - h. The LTC shall also provide MDLF with priced BOQs, quantities takeoff in excel book related to every single sub- project as an annex with the final design.
  - i. The LTC shall also enhance the capacity of targeted LGUs designated staff in setting up priorities under crisis and limited resources. They shall assist the LGUs in ensuring the soundness of social and environmental impact assessments, to identify a comprehensive range of impacts (that are beyond the narrow focus of safeguards and standards) and determine adequate mitigation measures that reflect sound social analysis and are in compliance with the MDLF Environmental and Social risk management instruments . For each sub-project, the LTC shall prepare and submit for MDLF approval the Environmental and Social Management Plan (ESMP) or Environmental and social checklist as per the ESMF.
  - j. The LTC shall assist the targeted LGUs and the MDLF in assessing the feasibility of projects and ensure their compliance with project objectives, concept, eligibility, safeguards and standards and the environmental and social impact assessments to ensure that possible / negative impacts are identified and adequately mitigated.
  - k. The LTC shall make use of the **guidelines and templates developed in Package V** to help in assessment of the efficiency and effectiveness of the project in different sectors (public facilities, roads,..) in achieving its expected results,
  - l. The LTC shall help the targeted LGUs in **developing operation and maintenance plan**. On job training will be done through the LTCs to prepare the O&M plans in line with the LGUs budgets. Build-in the know-how to prepare a maintenance plan including the needed budget, procedures and tools to perform reactive, routine and programmed maintenance. The LTC will assist LGUs in preparing initial procurement plan. The LTCs shall fill the **baseline and outcome indicators** for each subproject and as requested from MDLF.
  - m. The LTC should coordinate with the targeted LGUs, and related line ministries in finalizing all subprojects documents including: design drawings, specifications, bills of quantities (BOQs), tender documents, requesting of bids, bids evaluations (participate as a member of the evaluation committee, named by the LGUs), contract award. etc.)
  - The LTC shall ensure that the submitted design fully complies with the environmental, social, health and safety considerations as set out in the Environment and Social (E&S) risk management instruments, and that the LGU has obtained all required licensing at the appropriate time.
  - The LTC shall verify that all Environmental, social, health and safety requirements are included in the E&S risk management instruments such as the ESMP / ES Checklist. And verify that the approved ESMP/ES checklist from MDLF side is incorporated into the final design and bidding documents.

- The LTC shall ensure that all projects' design complies with climate change mitigation and adaptation measures as set out in the national and international standards.
- The LTC E&S consultants shall conduct on-job training to ensure that all environmental management, health safety procedures in the planning and design, procurement, implementation, and operational stages are well understood and well implemented by LGU engineer.

a. **Procurement stage:** The LTC shall provide technical support and on-job-training to targeted LGUs on each step of the procurement process including:

- ✓ elaboration of procurement plans;
- ✓ preparation of standard bidding documents and contractual documents including goods and works specifications and designs if needed.
- ✓ provide support and assist targeted LGU's in preparing templates of invitation to bids (RFB)
- ✓ Attend pre-bid meetings, participate in bids opening sessions, provide support and assist in bids evaluation process;
- ✓ attend the bid opening session for each sub-project and be part of the evaluation committee of the bidders in case the LGU has no technical staff.
- ✓ Assist in preparing pre-bid meeting minutes, bids opening and evaluation report
- ✓ collection of all bid documents (bidding offers, signed bid opening record, bid evaluation report, recommendation on the award, LTC opinion on the recommendation to award.) from targeted LGU's and submit to MDLF for no objection for contract award,

The members of LTCs who are participating in the procurement process, especially bids opening and evaluations, should be endorsed, in advance, by the local authority based on no-objection /endorsement from the MDLF.

- b. **Project file:** The LTC shall assist the targeted LGUs with creating and organizing independent and transparent project files for compliance with MDLF requirements. During the Project implementation, the LTC shall review the file periodically and make sure that all needed documents are well arranged and documented, LTC to submit electronic copy of project files documents at completion of subprojects.
- c. **Appeals:** The LTC should participate in a mediation process between LGUs and MDLF and any related competent authorities during possible appeals process in case of project rejection or stopover. The LTC shall assist the MDLF in clarifying the reasons for rejection or stopover and help the LGUs in revising or redesigning the project, as needed.



**d. For water and Electricity projects:**

The LTC shall assist the LGUs in preparation of institutional arrangements for the best maintenance and operation of projects. This should include preparation of the required documents, procedures and required approvals for the hours of operation of networks and distribution of water in order to avoid cutoff of water for some houses, the tariff, the fee collection and the cost of water service subscription

**Sub-Projects Sustainability:**

local technical consultants in coordination with MDLF will support the LGU's to understand the principles of sustainability indicators and assessment techniques to identify and monitor the sustainability phase of each infrastructure and a set of distinct steps to transform an infrastructure towards sustainability, when needed.

The LTC will assist the LGU to hold stakeholder engagement consultation with the LGU's and the local community.

- The LTC environmental specialist will provide awareness workshops on how to use cleaner production methods during the management of the projects eco-friendly schools, public buildings, place-making initiatives in roads, and the use of energy efficient equipment.
- LTC environmental specialist will educate the LAs how to monitor chlorination process in the water tanks.
- LTC environmental specialist will educate the LGU's how to monitor public health condition as well as the public awareness about water related/borne diseases with complete coordination with related authority.
- LTC social expert will provide public awareness for water use for housewives and children.
- LTC social expert will provide public awareness about good hygienic conditions and educate residents about energy efficient products.
- To educate the LGUs how to monitor water leakage, water/electricity illegal connections as well as the management of the services in general.
- To make sure that the projects are operated and managed by a functional (unit/personnel).
- To design and/or review the tariff and billing structure/ specifications in accordance to the PWA/PEA regulations. The LTC to provide the LGUs with billing structure/ specifications regarding the electricity and water projects (if needed).

▪ **Implementation and supervision Stage:**

This stage will include the supervision of the implementation of the infrastructure sub-projects listed in Annex A. Details on the tasks required from the LTC are elaborated below:

- a. **The LTC should be responsible for the supervision for all sub- projects.** The LTC should conduct at least three site visits per week and as needed depending on the nature of the subprojects and work requirements, and for the public buildings and schools projects it is required from the LTC to conduct daily site visits and prepare a site visit report for each site

Commented [LOL1]: To be discussed with Eng. Naim

- visit to be submitted to MDLF.** The day to day follows ups shall be carried out by the LTC who will be responsible for all the activities on site including the Environmental, Social, and Health and Safety conditions at site
- b. **The LTC** shall be present on site during all **significant phases of the project** to grant no objection to contractors' requests and to ensure they comply with the project drawings and specifications and shall coordinate with all relevant parties, including the coordination of all activities carried out by complimentary ministers, directorates and the contractors.
  - c. **The LTC Environmental Specialist field visit plan to be submitted for all ongoing sub-projects for MDLF approval.** Environmental, social, health and safety consideration to be documented in daily, monthly, quarterly, and final reports. In case there is a severe issue that requires immediate action then the LTC Environmental and social Specialist should visit the site, assess the situation, support LGU engineer to verify it and solve it, and provide recommendation and proper action to be taken. This issue must be documented (report with photos) and sent immediately to LGU and MDLF.
  - d. The LTC shall ensure proper environmental, social, health and safety requirements are conducted in accordance with the E&S checklist/ESMP/ LMP/SEP. This includes but not limited to, conducting OHS training for projects workers, signing code of conduct by all project workers, all project workers are covered with insurance and signed contract, all project workers provided by full PPE and sanitizers, and provided by the proper safety tools at the site....etc.
  - e. The LTC shall notify promptly the MDLF of any incident or accident related to the Project which has, or is likely to have, a significant adverse effect on the environment, the affected communities, the public or workers, such as, cases of sexual exploitation and abuse (SEA), sexual harassment (SH), and accidents that result in death, serious or multiple injury, road and traffic accidents, COVID 19 and other communicable diseases and civil works of different infrastructure projects. a report on the incident or accident and propose any measures to address it and prevent its recurrence shall be prepared and submitted to MDLF.
  - f. In cases where there is a severe issue requiring immediate action, the LTC and his environmental and social specialists shall visit the site, assess the situation, support the LGU in verifying and solving it, and providing recommendations on remedial and follow-up actions to be taken, as well as documenting it (i.e., via a report with photos) and promptly sending it to the Municipality and MDLF.
  - g. The LTC's environmental and social specialists shall assess and audit the environmental and social impacts and related mitigation measures, in compliance with the ESMP/ES Checklist and other instruments, as per the project type, as part of periodic supervision to ensure compliance with environmental and social framework and adequate mitigation of negative environmental and social impacts.
  - h. The LTC E&S Consultants shall conduct at least one visit per month during project implementation stage in addition to any required visit due to unanticipated risks, issues occurred at site, reports of LTC Engineers, immediate action issue, in coordination and approval of MDLF.
  - i. **Submit for the MDLF approval a consolidated updated procurement plan and a disbursement plan periodically and as required.**



- j. **Submit prices monitoring sheet and to be updated periodically and as required.**
- k. **Prepare detailed supervision formats and templates** to be used between the LGUs supervision and the contractor during all stages of projects implementation,
- l. **Monitor closely the implementation of the sub-projects and visit all targeted LGUs** during their sub-project's implementation. The LTCs has to provide evidence that the field visits took place, and prepare a field visit report describing the objective of the visit, the time, personnel, issues discussed, the achievements (including outputs indicators and outcomes), the obstacles and any issues which were identified giving causes and recommendations with concrete action plans for addressing them (by when and by whom).
- m. During the site visits the LTC shall ensure that all works are in compliance with the approved drawings and specifications, ensure that the works are executed within the scope of project, ensure that the contractor equipment's & staff and other requirements are available as listed in the bidding documents, and ensure that all recommendations of the previous visit are taken inconsideration.
- n. The LTC shall attend when the required tests are carried out.
- o. The LTC's engineers should supervise the implementation of ESMP/ ES Checklist, LMP/SEP during the construction phase to ensure proper environmental, social, health and safety supervision of works referring to liaison section below
- p. The LTC shall participate in reviewing the shop drawings and the Materials Submittals. The LTC should give the required recommendations to the municipalities for the correct actions or approvals for these issues.
- q. **Quality control measures: LTC to make sure that all required measures to ensure the project is constructed in accordance with the established standards were applied, quality control plans to prepared, field inspection of works, supervise laboratory tests to ensure they are done** in a professional manner and provide scientific and engineering opinion on them before being sent to the MDLF. Train and Develop LGUs engineers (if available) on Quality Control: technical and administrative (specs, testing, interpretation of test reports, taking the proper decision, ..., sampling procedures, the roles and responsibilities of testing labs, etc.). Dealing with Shop drawings and As-built drawings. LTC site engineer should attend all tests taken at project site.
- r. The LTC shall work closely with the LGUs and provide the needed technical support, including clarifications on project implementation procedures, ensuring and verifying the need for variation orders and that LGU has formal approval from MDLF before dealing with them.
- s. The LTC shall assist the LGUs in preparing all the documents needed for any variation order. For LGUs those do not prepare the required documents for variation order, The LTC should prepare such documents that will be needed for any variation orders and to be submitted to MDLF. The preparation of documents includes the designs, specification, BOQ and estimated cost
- t. **Assess and audit the social and environmental impacts/mitigation and compliance with the E&S risk management instruments of the project**, relative to the type of project as part of the periodic supervision to ensure compliance with safeguards and mitigation of negative

- impacts. The findings should be recorded during the site visits conducted by the engineers and annexed in the monthly and final reports. The LTC is required to coordinate with the MDLF Environmental & Social Specialists in all aspects of environmental monitoring and mitigation. In addition, monitoring the application of the social, environmental and risk mitigation measures that were identified in the planning phase for the project and make sure with the LGUs that they are implemented, complied in addition to ensure community satisfaction of the implemented measures.
- u. As part of the ESMP/ES Checklist/ and the SEP implementation, the stakeholder engagement consultation with the LGUs and the local community will be held. The Environmental specialist and the social mobilizers will provide the know how regarding the monitoring and reporting on possible adverse impact on the environment during the aftercare period.
  - v. As part of the ESMP/ES Checklist/ and the SEP implementation, the stakeholder engagement consultation with the LGUs and the local community will be held. The Environmental specialist and the social mobilizers will provide awareness on how to use cleaner production methods during the management of the projects eco-friendly schools, public buildings, place-making initiatives in roads, and the use of energy efficient equipment.
  - w. Assist the Municipalities in following up on environmental and social issues, complaints, noncompliance with the ESMP/ES Checklist and with penalties; ensure that evidence is duly documented in LTC and Municipality Monthly and Final Reports; and report on Municipality and contractor compliance with environmental and social management, agreements, norms, and standards.
  - x. Follow up and assist the LTC and Municipal supervising teams in improving their public safety and environmental protection measures and conduct continuous monitoring for environmental mitigation based on E&S risk management instruments and best practices.
  - y. Follow up with the LTC and Municipal supervising teams to ensure proper drafting of environmental and implementation of environmental and social notes, calculate penalties, and follow up penalty deductions in payments as stated in the ESMF.
  - z. **Provide technical support during the implementation including monitoring and evaluation process.** The LTC shall assess the operation and maintenance plan submitted by the LGUs, assist the targeted LGUs in making proper modifications, and advise on further development to such plan.
    - aa. To establish/reinforce linkages with regional services utilities, other local authorities or joint service councils and private sector (if needed) in the area to perform the needed maintenance, when it is beyond the LGU capacity. (MOUs could be signed between parties under MoLG supervision).
    - bb. The LTC should support the LGUs in official communications with the ministry's headquarters including local government, education, water authority, health, social protection for different issues.
    - cc. The LTC should educate the local community about importance of preserving the projects free of assaults and damages and establish a social security network to protect them.

- dd. **Concerning the procurement process**, the LTC shall be responsible in ensuring that the procurement guidelines as stipulated in the grant implementation agreements (GIAs) signed with the MDLF which are in line with the MDLF Procurement Manual are followed. To do so, the LTC will be required to:
- i. Periodically report to MDLF on the status of procurement actions and advice on timely corrective measures, if any, to be taken to avoid faulty procurement decisions.
  - ii. **Post-completion inspection:** The LTC is responsible for inspecting the project once it has been completed. Like a field review, the post-completion inspection is not just confined to a visual inspection, but inspection must be comprehensive, and include structural, mechanical, and electrical inspections. Once the LTC considers the work to be complete, a committee for preliminary handing over will be formed from LGU, MDLF, line ministries, LTC.
- ee. **Concerning Financial Management:** the LTC will assist that targeted LGUs as follow:
- i. Reviewing invoices and confirming their accuracy and authenticity supported by all documentation that is necessary for further reviews by the MDLF and Financing Partners teams.
  - ii. Verifying that the amounts invoiced are consistent with the delivered work, purchased goods or delivered services.
  - iii. Submit all approved invoices immediately within 10 days from the date of receipt from the LGUs along with all required main documents.
  - iv. Ensuring that all sub-project related correspondence and documents including financial transactions, signed contracts, receipts, payment slips, bank transfers, etc., are properly maintained in separate files for review and audit by the consultants, the MDLF and the donor designated team and auditor. The files must be kept for at least five years after the project completion.
  - v. Reviewing all invoices and supporting documents and ensuring that all adopted procedures by the LGUs are maintained and acceptable before submitting the payment documents to the MDLF.
- ff. **Concerning Overall Monitoring and Reporting:** The LTC shall:
- i. Secure high-resolution photos in monthly manner with captions for the same scene of the project (before, during and after implementation) and provide MDLF with these photos.
- gg. Ensure that all project related correspondence and documents (including procurement documents, MDLF clearances and financial transactions) are properly maintained in separate files for review and audit by the MDLF, consultants, the Financing Partners designated team and auditor. Public disclosure of adequate information including the E&S documents will also be managed. The files must be kept for at least five years after the project completion

- hh. Identify any difficulties and challenges that faces project implementation at the LGUs level as early as possible and maintain an open dialogue with those responsible aiming at finding solutions or corrective measures.
- ii. Conduct site visits to each project to monitor progress and quality of work and provide the LGUs with the technical assistance and support needed. Capture projects development by taking high resolution digital photos with captions throughout the project's implementation Stage.
- jj. The LTC shall participate in visits of missions and any meetings requested from MDLF
- kk. The LTC shall assist LGUs with creating and organizing independent and transparent project files for compliance with MDLF requirements. Information on the final project application should be made public via the LGUs and MDLF websites and other public information outreach measures. During the Project implementation the LTC shall review the file periodically and make sure that all needed documents are well arranged and documented.
- ll. Develop a format, to be approved by the MDLF, for a weekly monitoring report to be used by the consultant's engineers; the monitoring reports would be prepared in full cooperation with the technical staff at the LGUs (if available). Summarize results and recommendations of the field visits monitoring reports and send them to the MDLF together with the field visits monitoring reports.
- mm. Capture best practices, lessons learned, and success stories to show impact in relation to the project objectives and include in its report.

**NOTE:**

- *the LTC will bear full responsibility for any additional costs that may result from inappropriate instructions given by his staff.*
- *The consultant will bear full responsibility for any additional costs that may result due to the lack of follow-up required for the work in the project, which may result in delays in completing the work on time.*

## Communication

The Consulting firm should maintain continuous and quick communication with the MDLF to ensure rapid transmission of all information and documents between LGUs and the MDLF. The LTC should attend weekly or bi-weekly meetings as may be requested by the MDLF or/and the LGUs. Furthermore, when required, all the LTC team should attend those meetings



## Deliverables

The Consulting firm is expected to provide for the MDLF review and approval the following reports and deliverables:

### ▪ Inception Report

Within two weeks of signing the contract, the consultant will prepare an inception report including an action plan outlining his/her understanding of the assignment, scope of responsibilities, proposed approach and methodology, and implementation plan (including a time table showing key stages and milestones), with a results framework and staff responsibilities. This report should be in English language.

### ▪ Summarized Monthly Progress Reports

These reports should summarize the progress achieved in the assignment, result analysis of the main activities, the field visits conducted (in each LGU by date, objective and outcome), achievements, obstacles encountered during the reporting period and outlining planned steps during the following reporting period. It shall include as attachments the field visits reports, and the monthly progress report for every single project. The summarized monthly reports should be in English and in a monthly manner.

### ▪ Design Completion Report

The consultant shall submit a design completion report annexed with the approved designs and related licenses for each single project that will be implemented under the project listed in **(annex A1). The market prices and analysis for all items for all types of projects that were designed.** These outputs shall be submitted for approval according to accomplishment. This report should be in English language

### ▪ Quarterly Implementation Progress Reports

The consultant shall submit a quarterly implementation progress reports. These reports should be in English and in a quarterly manner (the time of providing the report shall be based on the reporting periods of the MDLF).

### ▪ Implementation Completion Report

The consultant should submit an implementation completion report within 2 weeks of completing the specified projects. This report should summarize achievements in reaching key performance indicators, improvements in implementation capacity and recommendations. This report should be in English language and accompanied by the other requested documents.

### ▪ Final Report

The consulting firm should prepare a draft final report ten days before the end of the assignment. This report should summarize the activities of the consulting firm including; a documentation of all collected data, the analyses, environmental and social safeguards, achieved outcomes, success stories, and lessons learned, obstacles, and recommendations for improvement. Upon receiving the MDLF comments on the draft final report, the consulting firm will modify and update the report within one week of receiving the MDLF comments. The Final report should be in English language and accompanied by the other requested documents.

All documents shall be submitted in one hard and one soft copy.



**NOTE:**

**The consultant will bear the full responsibility in the event of his failure to perform his duties in following up projects or delaying delivery of the required reports or documents according to the terms of reference of the contract.**

## Qualifications

The consulting **firm/joint venture** must have permanent office in the **West Bank Area**. This office should satisfy at least the requirements of the Engineering Association/ Jerusalem Center (office area, fax, telephone, copy machine, printer, computer and meeting room) and should be kept opened daily for all the duration of the assignment.

The consulting firm should have strong consulting and management background. Local government's management experts should support the MDLF and LGUs in performing their tasks. Different types of experts may be required to fulfill specific aspects related to the detailed data for each project. The consultant should have strong documented experience in appropriate infrastructure projects, and have completed similar tasks in a satisfactory manner.

The LTC shall provide the below staff and provide information demonstrating that they have the required qualifications and relevant experience to perform the Services with an appropriate number and mix of management, financial management, engineering, procurement, social and environment specialists to conduct and complete this assignment. The team should have good experience in providing training and on-job coaching related to the assignment.

The requested staff/team of experts are estimated to be sufficient for the proper and efficient execution of needed services, however, it is the consultant responsibility to ensure that all designs are according to the requested standards and implemented in the due time. It is the consultant responsibility to engage additional experts/staff, if needed, to meet the requested standards/specifications and anticipated deadlines included in his offer/contract.

*Due to the ongoing situation and Difficulties of movement within the West Bank due Israeli army operations and settlers attacks, it is expected that certain constraints in efficiently carrying out the respective requested services. Therefore, the consultant should consider and include a high degree of flexibility within the contractual obligations, especially with regards to staff/experts allocation/engagement to promptly respond to any unforeseen unfortunate conditions*

The consulting firm shall provide the following key specialists to work under this assignment with a total level of effort (LOE) of **18 person-month**.



Title (Count)	Minimum required qualifications
<p><b>Team Leader</b> (1)</p>	<ul style="list-style-type: none"> <li>▪ Senior project manager with engineering background,</li> <li>▪ He/she should have advanced professional and/or academic qualifications in municipal engineering or related technical/development disciplines.</li> <li>▪ At least 10 years of experience in planning and managing infrastructure, and social projects.</li> <li>▪ Have experience in addressing issues related to management for local government units in West Bank.</li> <li>▪ He/she should have previous experience in similar assignments and in working with and building the capacity of local government units' officials in the fields of projects designing, procurement, implementation and monitoring.</li> </ul> <p>He/she should also possess strong analytical, communication, reporting and people management skills, as well as solid mediating and consensus building skills.</p>
<p><b>Architectural Engineer</b> (1)</p>	<ul style="list-style-type: none"> <li>▪ Professional architectural engineer with at least 10 years of experience in conducting infrastructure needs assessments,</li> <li>▪ Architectural design, supervision and implementation of infrastructure projects especially schools and public building projects.</li> <li>▪ He/she should have experience in technical designs, supervision, implementation and environmental mitigation procedures.</li> </ul>
<p><b>Structural Engineer/ Designer</b> (1)</p>	<ul style="list-style-type: none"> <li>▪ Professional structural engineer with at least 10 years of experience in conducting infrastructure needs assessments.</li> <li>▪ Wide experience in structural design of schools, and public buildings.</li> <li>▪ Wide experience in supervision and implementation of infrastructure projects especially schools, and public buildings.</li> <li>▪ The structural engineer must have the experience and technical ability to solve the technical problems that may arise during implementation stage.</li> </ul>
<p><b>Mechanical Engineer</b> (1)</p>	<ul style="list-style-type: none"> <li>▪ Professional mechanical engineer with at least 10 years of experience in mechanical design of schools projects</li> <li>▪ Wide experience in supervision and implementation of infrastructure projects especially schools and environmental mitigation procedures.</li> </ul>



	<ul style="list-style-type: none"> <li>▪ <b>Proven professional experience in energy efficiency and life-cycle costing in mechanical-related projects</b></li> </ul>
<b>Electrical Engineer (1)</b>	<ul style="list-style-type: none"> <li>▪ Professional electrical engineer with at least 10 years of experience in electrical design of schools, and street lighting projects.</li> <li>▪ Wide experience in supervision and implementation of infrastructure projects especially schools, street lighting projects and environmental mitigation procedures</li> </ul>
<b>Roads Engineer (1)</b>	<ul style="list-style-type: none"> <li>▪ Professional civil engineer with at least 10 years of experience in experience in conducting infrastructure needs assessments.</li> <li>▪ Wide experience in roads geometric design, drainage design, pavement design, and traffic.</li> <li>▪ Wide experience in supervision and implementation of roads projects.</li> <li>▪ Road engineer should have the experience and technical ability to solve the technical problems that may arise during implementation.</li> </ul>
<b>Civil Engineer - Middle Westbank (1)</b>	<ul style="list-style-type: none"> <li>▪ Professional civil engineer with at least 10 years of experience in supervision and implementation of social infrastructure projects, especially schools, and public building projects. He should have a supervision experience for at least 2 projects with the nature of the required projects in the last 7 years.</li> <li>▪ He/she should have experience in supervision, implementation, quality control skills and environmental/ safety mitigation procedures</li> </ul>
<b>Civil Engineer/ Roads- South Westbank (1)</b>	<ul style="list-style-type: none"> <li>▪ Professional civil engineer with at least 10 years of experience in supervision and implementation of infrastructure projects, especially roads projects. He should have supervision experience for at least 2 projects with the nature of the required projects in the last 7 years.</li> <li>▪ He/she should have experience in supervision, implementation, quality control skills and environmental/ safety mitigation procedures.</li> </ul>
<b>Procurement Specialist (1)</b>	<ul style="list-style-type: none"> <li>▪ Professional procurement specialist having an engineering background with at least 5 years of proven relevant past work experience.</li> <li>▪ Good knowledge of technical and operational aspects of procurement implementation and good knowledge of the procurement policies and procedures.</li> <li>▪ Previous experience in surveying works, technical designs and</li> </ul>





	<p>specifications, preparation of bidding documents for different types of contracts including infrastructure projects.</p> <ul style="list-style-type: none"> <li>▪ Excellent communication and follow up skills as well as excellent report writing skills are required.</li> </ul>
<p><b>Environmental Specialist</b> (1)</p>	<ul style="list-style-type: none"> <li>▪ Professional environmental specialist with at least 7 years of experience in following the implementation of environmental mitigation procedures within municipal infrastructure projects.</li> <li>▪ Experience in working with the international environmental considerations and in developing and following Environmental Management Plan.</li> </ul>
<p><b>Social specialist</b> (1)</p>	<ul style="list-style-type: none"> <li>▪ Professional social and community development at least 7 years of experience in carrying out community consultation for the identification of community development projects focused on enhancing community participation in municipal decision-making.</li> <li>▪ Experience with social impact assessments (identification, mitigation), participatory planning and budgeting, improvement of consumer satisfaction, enhancement of customer relations by municipalities and utilities, public awareness campaigns.</li> <li>▪ Capability and Experience in conducting community mobilization activities such as, awareness workshops to the local communities to identify subprojects, action plans, update the communities' priorities, and engage LGU in the design of social/environmental mitigation measures as part of the ESMP.</li> <li>▪ Minimum BSc degree in a related field (social studies, social development, etc.).</li> <li>▪ At least 7 years of professional experience in communities' social development.</li> <li>▪ Familiar with the Palestinian culture, traditions, and values across the different regions of the country.</li> <li>▪ Familiarity with the Palestinian planning methodologies and systems (SDIP, etc.) is a plus.</li> <li>▪ Sound facilitation and moderation skills</li> <li>▪ Familiarity with Human Rights Based Approach and (HRBA) and Conflict Sensitive Project Management (CSPM) is a plus.</li> </ul>



## Timeframe

The total duration of this assignment should be completed within a period of **18** months from the date of signing the contract.

Deliverables breakdown and schedule:

ID	Deliverable Name	Expected Due Date
1.	Inception Report	After two weeks from signing the contract
2.	Monthly Progress Reports	This report should be submitted by the end of every month
3.	Design Completion Report	After <b>3</b> months from signing the contract
4.	Quarterly Implementation Progress Reports	This report should be submitted every 3 months
5.	Implementation Completion Report	After <b>18</b> months from signing the contract
6.	Final Report	Ten days before the end of the assignment

## Consultant Selection Method

The consultant will be selected in accordance with procedures set in the MDLF procurement manual–  
**Selection based on Quality-Cost based selection (QCBS)**

## Contract Type and payments schedule

This contract is a lump-sum contract. Payments will be arranged according to the following:

- **Payment 1:** 10% of the contract amount upon the submission of the inception report acceptable to the client.
- **Payment 2:** 15% of the contract amount upon the submission of the progress report (the design completion report) acceptable to the client. The report shall include the design and the bidding documents of all subprojects.
- **Payment 3:** 15% of the contract amount upon the submission of the progress report acceptable to the client. The payment is subject to the tendering of all subprojects and the award of 25% of the subprojects.



- **Payment 4: 15%** of the contract amount upon the submission of the progress report acceptable to the client. The payment is subject to the award of all subprojects and the completion of 25% of the subprojects.
- **Payment 5: 15%** of the contract amount upon the submission of the progress report acceptable to the client. The payment is subject to the completion of 75% of subprojects as number and 75% disbursement of contracted values.
- **Final Payment: 30%** of the contract amount upon the submission of the final report acceptable to the client. The payment is subject to the completion of all subprojects.

### Project Administration

The Municipal Development and Lending Fund (MDLF) will be responsible for the coordination of activities with the consultant, receiving and approving invoices for payments and for acceptance of the deliverables.

**The project manager is Eng. Naim Noubani the Head of the Technical Department** His address is:

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Al-Rishmawi Building, Al-Yasmin Street, Sateh Marhaba, Al-Bireh  
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**Table (Y): List of Localities and Social and Public Infrastructure Projects to be included under the Package VII****Note (This estimated cost is confidential and it is estimate and not allocation and not to be published)**

No	Locality	LGU	Governorate	Recommended Title	Sector	Brief Description	Estimated Construction Cost (EUR) <sup>1</sup>
1	Al Midya	Al Midya Village Council	Ramallah and Al Bireh	Construction of Secondary Boys School at Al Midya	Education	Construction of a new secondary boys school (Mixed for grades 10-12), comprised of ten (8) classrooms, administration rooms, in addition to library & technology laboratory, teacher's room, multipurpose hall, resources room, staircases, toilet units, septic tank, and external works. The furniture and equipment for the school will be provided by the Ministry of Education. The total area of the school is about 1400m2.	1,100,000
2	Arab Al Fureijat (Umm Sidra, Deir Sa'eeda, Tetrete)	Al Ramadeen Municipality	Hebron	Construction of an Internal Road at Arab Al Fureijat	Roads	Construction of an internal road with a total length of 0.6 km. The scope of work includes excavation, base course, asphalt pavement, interlock sidewalks, concrete shoulders, retaining structures, guard rails and road furniture.	250,000
Total Construction Estimated Cost (Including VAT) Euro							1,350,000

<sup>1</sup> Including VAT.